

### **Amendments to the Claims**

1. (Original) A method for integrating information electronically into an electronic database, the method comprising the steps of:

creating a textual template wherein information from the textual template is recorded in the electronic database;

configuring the textual template;

sending the textual template via electronic mail to at least one recipient;

editing the textual template;

sending the edited textual template to the electronic database; and

updating the electronic database with the edited textual template.

2. (Original) The method of Claim 1 further comprising the step of:  
selecting at least one recipient of the textual template.

3. (Original) The method of Claim 1 further comprising the step of:  
instructing the recipient to edit the textual template.

4. (Original) The method of Claim 1 further comprising the step of:  
customizing specific information provided by the recipient based on user specified requirements.

5. (Original) The method of Claim 1 further comprising the step of:  
providing an electronic database wherein the electronic database is an address book.

6. (Original) The method of Claim 1 further comprising the step of:  
configuring the textual template for content.

7. (Original) The method of Claim 1 further comprising the step of:  
editing the textual template by providing missing information.
8. (Original) The method of Claim 1 further comprising the steps of:  
providing a prompt to the user wherein a specific characteristic of the recipient is  
requested; and  
electronically mailing the textual template to the recipient having the specific  
characteristic.
9. (Original) The method of Claim 1 further comprising the step of:  
building the textual template with informational fields.
10. (Original) A method for updating a secondary electronic mail system  
with a primary electronic mail system, the method comprising the steps of:  
building a textual template;  
recording information from the textual template into the secondary electronic mail  
system;  
configuring the textual template;  
sending the textual template to the primary electronic mail system;  
sending the textual template to a recipient electronic mail system;  
editing the textual template by a recipient;  
sending the edited textual template from the recipient to the secondary electronic  
mail system; and  
updating the secondary electronic mail system.
11. (Original) The method of Claim 10 further comprising the step of:

configuring the textual template for content.

12. (Original) The method of Claim 10 further comprising the step of:  
configuring the textual template by instructing the recipient to edit the textual template.

13. (Original) The method of Claim 10 further comprising the step of:  
providing a primary electronic mail system wherein the primary electronic mail system is an address book.

14. (Original) The method of Claim 10 further comprising the step of:  
updating a secondary address book by using information from the edited textual template.

15. (Original) The method of Claim 10 further comprising the step of:  
editing the textual template by the recipient by transferring information electronically into the textual template.

16. (Original) The method of Claim 10 further comprising the steps of:  
providing a prompt to the user wherein a specific characteristic of the recipient is requested; and

electronically mailing the textual template to the recipient having the specific characteristic.

17. (Original) The method of Claim 10 further comprising the step of:  
building the textual template with informational fields.

18. (Original) A method for updating an address book contained in a secondary electronic mail system, the method comprising the steps of:

building a textual template;  
recording information from the textual template into the address book of the secondary electronic mail system;  
configuring the textual template;  
electronically mailing the textual template to a recipient electronic mail system;  
editing the textual template by a recipient;  
sending the edited textual template from the recipient electronic mail system to the secondary electronic mail system;  
processing the edited textual template; and  
updating the address book of the secondary electronic mail system with the edited textual template.

19. (Original) The method of Claim 18 wherein the secondary electronic mail system is a personal information manager.

20. (Original) The method of Claim 18 wherein the secondary electronic mail system is an instant messenger program.

21. (Original) The method of Claim 18 further comprising the step of:  
providing the secondary electronic mail system to a user.

22. (Original) The method of Claim 18 further comprising the step of:  
selecting recipients of the textual template.

23. (Original) The method of Claim 18 further comprising the step of:  
configuring the textual template for content.

24. (Original) The method of Claim 18 further comprising the step of:

configuring the textual template by instructing a recipient to edit the textual template.

25. (Original) The method of Claim 18 further comprising the step of:  
editing the textual template by the recipient by transferring information electronically into the textual template sent by the user.

26. (Original) The method of Claim 18 further comprising the steps of:  
providing a prompt to the user wherein a specific characteristic of the recipient is requested; and  
electronically mailing the template to the recipient having the specific characteristic.

27. (Original) The method of Claim 18 further comprising the step of:  
building the template with informational fields.

28. (Currently Amended) A system for updating electronic mail, the system comprising:  
a user and a recipient each having access to an electronic mail system;  
means for creating a textual template;  
recipient information for the textual template; and  
an address book associated with the electronic mail system wherein the address book contains the recipient information.

29. (Original) The system of Claim 28 further comprising:  
a screen display.

30. (Original) The system of Claim 29 further comprising:

a prompt on the screen display for assisting the user.

31. (Original) The system of Claim 28 further comprising:  
means for electronically mailing the template to the recipient.

32. (Original) The system of Claim 28 further comprising:  
a template with informational fields.